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# Example of Collateral Management Job Description

Our growing company is searching for experienced candidates for the position of collateral management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for collateral management

* Establish positive relationships with clients and various GS teams including Operations, Securities, and Technology to facilitate proper and timely initiation and updates to rate and agreement documentation
* Communicate responsively on queries and proactively resolve exceptions on a daily basis from both external clients and internal stakeholders with a client-service oriented mind set and sense of accountability
* Work collaboratively with our global IEM team presences in Jersey City, Salt Lake City, Dallas, Sao Paolo, London, Bengaluru, Singapore, Hong Kong, and Tokyo
* Bring a keen eye for improvement opportunities and work closely with Change Delivery and Technology to resolve issues and identify and implement process and system enhancements to increase efficiency and reduce risk
* Collaborating with the management team to drive the team’s strategy and key objectives and ensuring follow up of achievement versus objectives
* Provide support in the control process related to cash settlements
* Actively liaise with business units to ensure timely reconciliation and that error trends are identified with the team and countered through process improvement plans
* Communicate and escalate issues with both internal and external counterparts, including agent banks
* Manage intraday requests and approve where collateral excess is adequate
* The opportunity is for an Operations professional with 10 - 11 years industry experience to join the Bengaluru Liquidity Ops department, as a line manager overseeing the EMEA and Asia liquidity and funding flows

## Qualifications for collateral management

* Experience in the securities services business, and direct experience with the markets in the Americas
* Series 99 (or an equivalent license, Series 7)
* Strong knowledge of legal documentation (ISDA/CSA
* Proven ability to work with complexity
* Logical and clear in problem solving
* Japanese language skills is preferred